

## WITNESS TIPS

- ☒ Tell the truth.
- ☒ Wear clean clothes and have a neat appearance.
- ☒ Stop instantly when the judge interrupts you or the other attorney makes an objection.
- ☒ Be serious. Avoid laughing or talking in the courtroom.
- ☒ Do not argue with the judge or attorney.
- ☒ Avoid distracting habits such as gum chewing.
- ☒ Before testifying, try to recall the information accurately in your mind.
- ☒ Speak loudly so that you can be heard. Do not nod "yes" or "no."
- ☒ Listen to the questions asked of you, and do not give any additional information or opinion.
- ☒ If you do not understand a question, ask for clarification. Do not guess at what you are being asked.

## BEFORE TESTIMONY

1. Contact the Victim/Witness Service as soon as you receive your subpoena.
2. Notify the Victim/Witness Service of any changes in your address or phone number.
3. Contact the Victim/Witness Service for the progress of your case and for answers to questions you may have.

## DEFINITIONS

- \* *Felony* – a serious offense for which imprisonment for one year or more is possible.
- \* *Misdemeanor* – a lesser offense for which a jail sentence up to one year is possible.
- \* *Subpoena* – a legally binding order requiring you to appear at the time and date stated. Failure to comply may result in contempt of court charges.
- \* *Notice* – issued by the State's Attorney's Office calling a person to appear at a certain time.
- \* *Defendant* – the person against whom the charges are filed.
- \* *Continuances* – postponement of the court hearing.
- \* *Perjury* – deliberate false testimony.
- \* *Plea-Bargaining* – negotiations between the defense attorney and the prosecution in which a possible agreement is discussed regarding the sentencing of the defendant.
- \* *Grand Jury* – 16 citizens who hear testimony about a case and determine if enough evidence has been introduced to proceed with felony charges against the defendant.
- \* *Status/Pre-Trial Hearings* – held for the purpose of setting the case for a trial, plea, or continuance.
- \* *Arraignment* – the court advises the defendant of the charge(s) against him/her and the maximum penalty that can be imposed.

## ADDITIONAL INFORMATION

The State's Attorney's Office will notify you if your appearance is needed in a case.

If you are threatened or intimidated, report it to the Police Department immediately and to the State's Attorney's Office as soon as possible. It is a serious crime for a defendant to threaten a victim/witness, and steps will be taken to protect you.

**Call the Victim/Witness Service the day of your court appearance at the time you were instructed to verify if your appearance will be needed.**

Please arrive on time for your scheduled appearance, and bring your subpoena with you. If you cannot find the courtroom or attorney, ask persons around you or go to the State's Attorney's Office on the sixth floor of the Law & Justice Center.

Notify the Victim/Witness Service of any changes in your address or telephone number, or of any plans or unexpected occurrences that might affect your availability to testify when the case comes to trial.

## ILLINOIS CRIME VICTIMS COMPENSATION

*Eligibility:* The innocent victim of a violent crime; any person dependent on the victim for support; any relative who paid reasonable funeral and medical expenses.

The police must have been notified within 72 hours of the crime.

Compensation covers medical and hospital expenses, counseling, and loss of earnings. Compensation does not cover property loss or damages.

Crimes covered by this Act include: *murder; involuntary manslaughter; arson; criminal sexual assault; assault; battery; DUI; kidnapping; reckless conduct; sexual relations with families; aggravated battery; violation of order of protection and exploitation of a child.*

### **RESTITUTION**

Payment of some or all of your losses suffered as a direct result of the crime.

The defendant must have been found guilty.

The judge must order restitution.

You must submit all bills, receipts, and forms that are requested.

Restitution is paid through the Circuit Clerk's Office - (309) 888-5325. You **must** keep them informed of a current address.

### **FELONY**

Please contact the Victim/Witness Service as soon as you receive your subpoena. Notify us of any changes in your telephone number or address.

Please notify the Victim/Witness Service if you will be out of town for any length of time.

Felony charges are serious and cannot be dropped at your request.

If items of stolen property belonging to you were recovered, ordinarily they can be released to you after the case is over—if the defendant does not appeal the verdict. If an item is badly needed by you, we **may** be able to return it sooner.

### **GRAND JURY**

The people present during a Grand Jury Hearing are the Grand Jury (16 members), the prosecutor, the court reporter, and yourself.

A judge is not present.

The suspect and defense attorney will not be present but they will receive a copy of the transcript.

### **ORDER OF PROTECTION**

You may be entitled to legal protection in the form of an Order of Protection. This is a judge's order that tells the person abusing you to stop harming you. Neville House victim advocates will assist in your request for an Order of Protection.

This service is available through the Domestic Violence Unit, located in the State's Attorney's Office. You can call 888-5521 for more information, or to schedule an appointment.

### **DIRECTORY**

**Victim/Witness Service.....888-5415**  
**State's Attorney's Office .....888-5400**  
**DCFS .....828-0022**  
**PATH/RCC/CDVP .....827-4005**  
**Catholic Charities .....829-6307**  
**Circuit Clerk's Office .....888-5320**  
**Bloomington Police Dept. ....434-2594**  
**Normal Police Dept.....454-9535**  
**Sheriff's Dept.....888-5019**  
**Adult Court Services .....888-5360**

# **VICTIM/WITNESS SERVICES**



**William A. Yoder**  
**State's Attorney**  
**Law & Justice Center**  
**104 W. Front St., Room 605**  
**PO Box 2400**  
**Bloomington, Illinois 61702-2400**  
**(309) 888-5400**

Funding for this material provided through the Illinois Violent Crime Victims Assistance Program, administered by Illinois Attorney General. The views and statements expressed herein do not necessarily reflect the views and opinions of the Attorney General or the Illinois Violent Crime Victims Assistance Program.